

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

1800 Third Street, Suite 390 or
P. O. Box 952054, MS 390-2
Sacramento, CA 94252-2054
(916) 445-6000
FAX 323-6016

**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 996**

TO: All Eligible Jurisdictions and Interested Parties **DATE: October 4, 1999**

**SUBJECT: Announcement of CDBG Grant Management Training Workshops for
FY 1999/2000**

Purpose of this memo:

This memo is an invitation to all eligible jurisdictions and interested parties to attend a CDBG Grant Management Training Workshop. The dates and locations of the six workshop sessions are shown on the following page.

Workshop contents

These workshops will provide information to grantees on how to manage their CDBG grant. The focus will be on the Federal overlay requirements pertaining to all CDBG-funded grants. Topics will include environmental review, procurement, citizen participation, equal opportunity, general fiscal requirements, and more. The agenda will be the same for each workshop—see copy attached.

Who should attend:

These workshops are most important to those jurisdictions currently participating in the CDBG program. Local CDBG contract administrators and program operators should attend the workshop in their region. Travel to these workshops is an allowable CDBG expense under general administration.

CDBG Field Representatives from each region will be available for consultation at the workshops.

For the Sacramento workshops:

We have scheduled two workshops to prevent overcrowding associated with a single workshop. To the extent your schedule will permit, we ask that jurisdictions attend based on the geographic distribution shown on the attached workshop schedule.

For further information:

Please contact the CDBG Program Secretary at (916) 445-6000 or your CDBG Field Representative.

Schedule of FY 1999/2000 CDBG Grant Management Workshops

Date	Location
Tuesday, October 19	State HCD Headquarters Building 1800 Third Street Conference Rooms 183/185 Sacramento
Thursday, October 21	State HCD Headquarters Building 1800 Third Street Conference Rooms 183/185 Sacramento
Tuesday, November 2	Cal Trans 7177 Opportunity Road Construction Lab, Room 14 San Diego
Wednesday, November 3	Fresno State Building 2550 Mariposa Mall Room 1036 Fresno
Tuesday, November 16	Redwood Park Lodge Redwood Park (SEE MAP) Arcata
Thursday, November 18	Frontier Senior Center 2081 Frontier Trail Anderson

Guidance for attending the Sacramento workshops:

Tuesday, October 19

Jurisdictions and interested parties in the greater Sacramento valley area that are south of Interstate 80 and are **in or south** of the counties of El Dorado, Sacramento, Yolo, and Solano; and any other jurisdictions unable to attend other workshop.

Thursday, October 21

Jurisdictions and interested parties as above who are **in or north** as above.

STATE CDBG PROGRAM
GRANT MANAGEMENT TRAINING FOR FISCAL YEAR 1999/2000

AGENDA

8:15 - 8:30 a.m.	<i>Registration</i>
8:30 - 9:00 a.m.	<i>Introductions and Overview</i> <ul style="list-style-type: none">• CDBG staff and audience• Overview of today's agenda• How to contract us
9:00 - 9:15	"What's in the state contract"
9:15 - 9:45	<i>Program Income</i>
9:45 - 10:30	<i>Fiscal records and reports</i>
10:30 - 10:45	<i>BREAK</i>
10:45 - 12:00	<i>Clearing special conditions and procuring services</i> <ul style="list-style-type: none">• Environmental Review• Housing Rehabilitation and New Construction Activities• Special Conditions for Public Works, Community Facilities, and Public Services Activities• Procurement
12:00 - 1:30	<i>LUNCH ON YOUR OWN</i>

1:30 - 3:15

During the term of the contract—Other Program and
Federal Overlay Requirements

- Section 3, Fair Housing, & Equal Opportunity
- Citizen Participation
- Relocation
- Labor Standards

3:15 - 3:30

BREAK

3:30 - 4:00

Program Monitoring by CDBG staff

- What to expect
- Monitoring Checklists
- Recordkeeping guidelines

4:00 - 4:30

Closing out the contract

- Closeout documentation
- Planning/Technical Assistance Grants—Final Products
and other P/TA information

4:30 - 4:45

Workshop evaluation forms